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STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

JAY B. RISING
STATE TREASURER

DATE: **October 25, 2004**

TO: **Assessors**
 Equalization Directors

FROM: **Dennis W. Platte, Administrator**
 Property Tax Division

SUBJECT: **Progress on the Update of the Base Costs Contained**
 in Volumes I and II of the Assessors Manual

The purpose of this memo is to provide information to Assessors and Equalization Directors regarding the update of the base costs contained in Volumes I and II of the Assessors Manual.

The current contract with Marshall and Swift requires that Marshall and Swift provide new base costs as part of the maintenance agreement contained in the contract. Updated base costs have been provided and the staff of the Property Tax Division has completed its review of the base costs and has provided comments to Marshall and Swift regarding matters of concern in both Volumes I and II.

Marshall and Swift has responded to the Property Tax Division's comments regarding Volume I. No response has been received yet concerning Volume II.

The contract with Marshall and Swift has been extended to March 31, 2005 to allow completion of the review process. Assuming the concerns of the Property Tax Division have been fully addressed by that date, the new cost schedules should be available shortly after that date for use in 2005 equalization studies and 2006 assessments.

I regret the delay in completion of this project. However, the decision was made early on that time needed to be given to the review process even if it resulted in a later date for publishing the new manual. Your patience is requested and greatly appreciated.